

## Procurement & Property Division Policy Memorandum

Subject: **Information for Public Announcement of  
Contracts Valued at Over \$1 Million**

Number:

5-01

Distribution:

ARS: AAOs  
PAOs  
PPD  
FD

Date:

May 5, 1997

Revised:

July 26, 2000

December 7, 2001

This Replaces:

N/A

### Background

This memorandum establishes Research, Education, and Economics (REE) procedures for processing notifications to the agency congressional liaison office for any contract award with an estimated total value over \$1 million (including options), except for those listed below under "Exclusions."

Agriculture Acquisition Regulation (AGAR) 405.303 requires that Contracting Officers report such proposed contracts to their agency congressional liaison office in sufficient time for the agency to announce it by 5:00 p.m. Washington, D.C., time on the day of the award. The agency congressional liaison office shall, concurrent with the public announcement, provide the award announcement information to the USDA Congressional Relations Office.

### Policy Guidance

In order to comply with the AGAR requirement and at the same time streamline the procedures to the maximum extent possible, REE Contracting Officers shall

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1. Complete the enclosed form, Information for Public Announcement of Contract Awards.

2. **Fax** the completed form by 9:00 a.m. on the date of contract award to --

Office of the Director of Legislative Affairs, REE  
Jamie L. Whitten Federal Bldg., Room 217W  
Washington, D.C. 20250  
**Facsimile: 202-690-2842**  
**Telephone: 202-720-5887**  
Attention: Dawn Riley

3. **Fax** copies to --

Office of Congressional Relations, USDA  
Jamie L. Whitten Federal Bldg., Room 213A  
Washington, D.C. 20250  
**Facsimile: 202-720-8077**  
**Telephone: 202-720-7095**  
Attention: Christopher Smith

Chief, Policy Branch  
Procurement and Property Division  
5601 Sunnyside Avenue  
Beltsville, MD 20705-5117  
**Facsimile: 301-504-1739**  
**Telephone: 301-504-1725**

**and**

Director, ARS Information Staff  
5601 Sunnyside Avenue  
Beltsville, MD 20705-5128  
**Facsimile: 301-504-1648**  
**Telephone: 301-504-1638**

## **EXCLUSIONS**

1. Contracts placed with the Small Business Administration under Section 8(a) of the Small Business Act;
2. contracts placed with foreign firms when the place of delivery or performance is outside the United States or its possessions; and

3. contracts which disclose the agency's needs, if that disclosure would compromise national security (for example, would result in disclosure of classified information).
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Action Required  
By REE

Ensure that the notification required by AGAR 405.303 is provided as set forth above before award of any contract valued at over \$1 million (including options), other than those specifically excluded.

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PPD Point  
of Contact

Policy Branch, 301-504-1725.

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Approved:

/s/  
Richard G. Irwin, Director  
Procurement and Property Division

Enclosure

**U.S. DEPARTMENT OF AGRICULTURE**  
**Research, Education, and Economics**

**Information for Public Announcement of Contract Awards**

Date of Notification: \_\_\_\_\_

USDA Agency: ☐ ARS ☐ CSREES ☐ ERS ☐ NASS

Contractor Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Description of Supplies and Services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Number: \_\_\_\_\_

Amount of Contract Including Options: \$ \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Contract Award Date: \_\_\_\_\_

Place of Performance: \_\_\_\_\_

Contracting Officer (CO) Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_